

## Completing the School Calendar – 2019-20

If your SAU has more than one district, the calendar must be completed for each district separately.

Click on the “Start” button and your district’s form will appear populated with the Department’s “Suggested Calendar”. **Dark Green highlighted dates** denote days when school is in session and should be limited to first day of school, last day of school and proposed graduation date (for only those districts that operate High Schools.) **Light Blue highlighted dates** denote days when school is closed.

The highlighted days are described in the menu at the right side of the page. These may easily be edited to correspond with your district’s calendar. For example, if your first day of school is not the same as the predicted day click on the Edit button beside the description “First Day of School” and select the correct opening day for your district. Do the same with the last day of school.

If a day is highlighted that your district does not intend to take off, for example Columbus Day, please click the “Delete” button to the right of the description of October 14, 2019. The highlighting will disappear. Be sure to do this for all days that vary, including each vacation day in your Holiday Recess, Winter Recess, and Spring Recess separately.

To add a day not currently highlighted, click on the button at the top of the right hand column “Add New Record”. You can select a date, select an explanation (or add your own description), and this new date will appear highlighted in your calendar.

**Please do not enter:**

- 1) Any staff workshop days that occur before the first day of school or after the last day of school for students
- 2) Early release days, as they are generally considered to be full days in session or
- 3) Labor Day Weekend as days off if your school does not start until after Labor Day.

**Make sure you click on “Save New Event”.**

For **only those districts that operate High Schools**, include your anticipated Graduation Day.

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Please review the number of days shown at the top of the calendar report to ensure that it matches your district's approved calendar for next year. If it does not, please review the menu on the right hand side of the page to be sure you have noted all of the days your district plans to take off. The number at the top of the page will adjust as you make and save edits to the calendar. When the data is complete please certify on the "Form Home" page.

**PLEASE NOTE:** A "General User" in myNHDOE may certify this report (no need for the Superintendent to do it) and you do NOT need to send in a signed report to the Department.

Please email the i4sese Help Desk at [i4see.Help@doe.nh.gov](mailto:i4see.Help@doe.nh.gov) if you have any questions about completing the survey.